

WASHINGTON STATE LIBRARY



Washington
Secretary of State
KIM WYMAN

GRANTS

Washington Rural Heritage 2013 Grant Guidelines



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1. Introduction

Overview of the Project

Washington Rural Heritage (WRH) is an initiative that supports small rural libraries in the development of digital projects that aim to serve historically unique items and collections online. Primary candidate institutions are those without the means to digitize and serve online such items without outside support. The initiative encourages collaborative efforts between eligible public or tribal libraries and collaborative partners in the community (e.g., museums, genealogy societies, schools, etc.).

The goals of the Washington Rural Heritage Initiative include:

- A. Create the Washington Rural Heritage collection—an aggregate of digital collections and items from libraries and other institutions in small rural communities across the State of Washington, searchable from one system interface.
- B. Establish specifications and standards to be followed by each participating institution to ensure consistency and quality.

- C. Make available to small rural libraries a statewide digital repository system that offers the needed infrastructure to package and make digital items accessible online.
- D. Encourage public or tribal libraries in small rural communities to take a coordinating role in creating community collections.
- E. Create a digital preservation model to preserve the digital objects indefinitely.

Overview of this Grant Cycle

The purpose of this grant cycle is to provide grant funds to small rural public or tribal libraries to encourage the development of long-term, sustainable digitization programs through the creation of a digital collection published as part of the Washington Rural Heritage collection. Collaborative partnerships among libraries, museums, schools, and other community organizations are encouraged, though not required.

It is not required that your library or staff members already have experience in digitization projects; Washington Rural Heritage staff will coordinate and/or provide training in the following: developing and managing digital projects; copyright issues for digital projects; digital imaging; metadata creation; use of digital repository software. If applicable, please show how grant or matching funds will be used to gain training and experience needed for any specialized training specific to your project (e.g., digitization of audio/video, conducting oral history interviews).

2. Library Eligibility

Public libraries or systems that serve a population of 25,000 or less, or individual branches that serve in an area whose population is 25,000 or less, are eligible to submit applications for this grant cycle, subject to Library Services and Technology Act (LSTA) eligibility. Native American tribal libraries (as defined in Sec 213 of LSTA) within Washington State are also eligible to submit applications for this grant cycle. LSTA eligibility guidelines may be reviewed at: <http://www.sos.wa.gov/library/libraries/grants/eligibility.aspx>.

The following limits shall apply to project applications:

- A. One application per public library or branch library within a regional system. Each branch within a public library system may be considered to be a separate library for the purposes of this grant cycle as long as each branch serves an area whose population is 25,000 or less. In order to distribute available funds as widely as possible, a maximum of two branches from one public library system will be considered for an award. Applying branches must provide signature or proof of authorization from system director or administration.
- B. One application per tribal library. Applying tribal libraries must provide signature or proof of authorization from an authorized representative of the tribe.
- C. While collaboration between an eligible library and another community organization(s) is encouraged, funds will be distributed to and administered by the public library or tribal library.

3. Project Eligibility

This grant cycle is open to applicants either new to, or already participating in, the Washington Rural Heritage initiative. Please note that applicants who have not previously been involved with a Washington Rural Heritage grant award will receive an additional 10 points in this year's grant review process. Priority consideration will also be given to those libraries that exhibit a desire to sustain a digitization program and continue digital projects in their library beyond the initial 100 items required from this grant cycle.

All applications submitted must include a commitment to and plan for submitting at least one hundred (100) items to the Washington Rural Heritage collection at the State Library by the end of the grant cycle (August 15, 2014). One cataloged resource (e.g., multipage document, two-sided postcard, photograph, etc.) is counted as one item (books are technically considered one item but may be counted as one item per each ten pages due to the extra time taken to scan the material). Complex, multi-part digital objects may justify an exception to this rule; in such cases, a method of determining item count should be agreed upon with the WRH project manager. While a minimum of 100 items must be digitized in order to meet grant requirements, awards may be used to fund the digitization of additional items. **Note:** Projects proposing digitization in excess of 100 items will not receive preferential consideration. Items submitted must follow the digitization specifications and metadata best practices outlined by the Washington Rural Heritage initiative (see Section 9, pages 9-10). Items will be acquired and served online using CONTENTdm software licensed to and paid for by the Washington State Library (WSL).

Applicants must consider copyright issues with the projects they develop in conjunction with their grant application. The WSL will leave all copyright research and assumption of liability to participating institutions. Upon award of grant, the lead library must sign a contract granting the WSL permission to publish the items online (sample of contract available upon request). This may require a memo of agreement with collaborative partners so the library has the authority to grant publication permission.

While material being digitized does not need to originate in the collection of the applying library, applicants partnering with other organizations are expected to take a lead role in coordinating and monitoring grant activities. Additionally, libraries (i.e., library staff, contractors, and/or volunteers) should demonstrate how they will participate in, or contribute to, one or more primary activities of the project (e.g., selection and copyright research; imaging; cataloging, etc.).

Funds may be used by libraries to purchase equipment to digitize material (e.g., scanners) (see Section 9, page 8) or software to optimize digital files (e.g., Photoshop Elements); train staff and/or volunteers to digitize; research and/or catalog items; or pay salary of staff and/or contract services to digitize and/or research and catalog items. **Note:** if your library already has scanning or other digital imaging equipment, it is still important that you check the specification sheet to make sure your existing equipment can produce images that follow the digitization specifications (see Section 9, page 9).

Grant funding may NOT be used to purchase materials to be digitized, computers, food and refreshments, advertising and promotion of libraries in general, indirect costs, prizes and other incentives, or the purchase of digitization equipment that does not meet the minimum requirements outlined in Section 6.

Funds may be used to pay staff salaries and benefits and/or contract services for project activities. However, since grant funds cannot take the place of previously budgeted local funding, regularly scheduled staff hours are not eligible for reimbursement; backfill, overtime, and temporary or contracted project employees are eligible for reimbursement. Detailed timesheets are required.

For more guidance view the Allowable Costs section of WSL's Grant Management Information page: <http://www.sos.wa.gov/library/libraries/grants/grantees.aspx>.

4. Funding Available

Overall funding to support this grant cycle is \$50,000. This grant cycle has a limit of \$10,000 per application. It is anticipated that five (5) or more applicants may receive awards. Awards will be made contingent upon receipt of federal funds and distribution of those funds by the Washington State Library, a division of the Office of the Secretary of State.

5. Timeframe

The following timeline has been developed for the purpose of providing information about this grant cycle and to assist applicants in developing appropriate projects and applications.

Tentative Dates

- **Friday, March 1, 2013** — Tentative date grant cycle opens
- **Friday, May 3, 2013** — Application deadline; applications postmarked or delivered *after* this date will not be accepted
- **May 10 – June 21, 2013** — Application review by committee
- **June 24 – 28, 2013** — The Secretary of State and the State Librarian review and approve committee's recommendations
- **July 1 – 5, 2013** — Anticipated timeline for grant award announcement; all applicants notified by letter, and contract development begins
- **August 16, 2013** — Anticipated date that all contracts are fully executed and that project implementation can begin
- **Project period** — From date contract fully executed through Friday, August 15, 2014
- **Friday, August 15, 2014** — Date project activity must end; at least 100 items and their accompanying metadata must be submitted to the Washington Rural Heritage project manager
- **Tuesday, September 30, 2014** — Final Narrative Report and final reimbursement claim due

6. Application Process

- A. Review the grant cycle materials, including the Frequently Asked Questions (FAQs), at <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>. The grant cycle opens on **Friday, March 1, 2013**.

An announcement of the grant cycle is sent via e-mail to public and tribal libraries and various email lists including WSL Updates, previous Washington Rural Heritage project managers, and Washington Library Association; and to those who have requested to be notified of this grant cycle.

Application guidelines, forms, and other materials may be obtained by visiting the WSL Web site and printing appropriate Web pages or downloading the Word files. Materials

may also be obtained by contacting the Grants Program staff as noted at the end of these guidelines.

- B. Review the criteria contained within the application to determine eligibility to apply.
- C. Complete the application form; reply to **all** questions. Secure all required signatures.
- D. Respond to the criteria, checking either yes or no for each item.
- E. General questions regarding the application process may be obtained by contacting the Grants Manager by e-mail or phone. Staffing limitations preclude review and comment on draft applications; however, WRH staff is available by phone or email to answer questions from potential applicants in order to help them determine if they should proceed with or adjust their proposal and/or budget before they expend the resources necessary to fully plan the project and prepare a full grant application. Contact information can be found under Section 10.
- F. Submit applications to the Washington State Library **postmarked by Friday, May 3, 2013 or hand delivered by 4 p.m. on Friday, May 3, 2013**. Faxed applications are **NOT** acceptable for this funding request.

An application consists of three components:

- 1. A single-sided, signed original of the official 2013 WRH application, clearly identified as the original;
- 2. A paper copy of the original, clearly identified as a copy; **and**
- 3. An electronic copy in Word or rich text format (on USB drive or CD); or sent as an email attachment to anne.yarbrough@sos.wa.gov (signatures are not required on the electronic copy).

Submit applications to the address below:

By Mail

*LSTA Grants Program
Washington State Library
PO Box 42460
Olympia, Washington 98504-2460*

By Hand or Delivered

*LSTA Grants Program
Washington State Library
6880 Capitol Blvd S
Tumwater WA 98501-5513*

- G. A fully completed and signed application received in the mail or hand delivered will be accepted for the purposes of review and ranking.
- H. A review committee selected by WSL will review the applications for eligibility. If eligible requests exceed available funding, awards will be based on application scoring. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.
- I. In order to distribute available funding as widely as possible, note that library systems may submit no more than two (2) applications, not to exceed one (1) application per branch. If more than two applications are received, WSL reserves the right to determine which applications are eligible for consideration.
- J. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be

incurred until contracts are fully signed by both the Office of the Secretary of State (Washington State Library) and the award recipient. Costs incurred prior to contract execution are not reimbursable.

- K. The final twenty percent (20%) of the award amount will be held until all contract conditions have been satisfied. If 100 items are not submitted to the Washington Rural Heritage project by August 15, 2014, that amount will not be reimbursed.

7. Requirements

- A. Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies prior to contract execution.
- B. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis.
- C. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- D. Applicant/sub-grantee overhead expenses and administrative costs are not eligible for LSTA reimbursement. They may be used as match for the proposed project.
- E. The purchase of all equipment costing over \$5,000, made in whole or in part with grant funding, requires prior written approval from WSL. Purchases made in advance of receiving written approval are not reimbursable.
- F. Items included under "Other Funding" and used as match or in-kind contributions may be monitored during project implementation. Documentation of these expenses will be required.
- G. Applicants must commit to compliance with grant administration requirements. The lead applicant library must also act as fiscal agent for awarded contracts.
- H. Quarterly Reports showing project progress and a Final Report providing a complete summary of the project and of all grant activities will be submitted to WSL according to the schedule provided in the contract document.
- I. Reimbursement claims will be made on forms provided by WSL according to the schedule provided in the contract document. Documentation of expenses will be required.
- J. Children's Internet Protection Act (CIPA):
Because grant funds in this grant cycle may not be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet, submission of a CIPA form is **not required**.
- K. The Washington State Library and the Institute of Museum and Library Services (IMLS) must be acknowledged as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.

- L. All projects and activities must be completed and funds expended by **August 15, 2014**. Applicants proposing projects that will use LSTA grant funding beyond August 15, 2014, will not be considered for this grant cycle.

8. Assurances

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- D. 45 Code of Federal Regulations (CFR) Part 1185, Government Wide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- E. 2 Code of Federal Regulations (CFR) Part 175, Award Term for Trafficking in Persons;
- F. Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions (now codified as 2 CFR Part 220);
- G. Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments (now codified as 2 CFR Part 225);
- H. Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations (now codified as 2 CFR Part 230); and
- I. Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL for the Electronic Code of Federal Regulations: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>.

- On this page is a drop-down box under “Browse”. To inspect 45 CFR Part 1183, select Title 45 – Public Welfare from the drop-down box and click on the “Go” button. A search list is returned that includes specific parts, chapters, and volumes of 45 CFR.
- If you are interested in inspecting 45 CFR Part 1183 or another part of this Title listed below, scroll to and click on the part labeled 1100-1199, National Foundation on the Arts and the Humanities.
- You will find one item titled 1183 under Subchapter E – Institute of Museum and Library Services. Click on this link for access to all sections of PART 1183—UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title in html format. Use this same technique to find other parts of this title.

- If you are interested in just a part of this overall title and you know the name for the specific section, such as Copyrights, scroll to the title for that section.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

Office of Management and Budget (OMB) Circulars

The following OMB Circulars can be inspected by accessing the following URL:

<http://www.whitehouse.gov/omb/grants/index.html> Click on "Circulars". The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

Other Requirements:

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

- A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.
- E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor

regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

9. Additional Information

Equipment Specification Sheet

For many projects, a quality, color flatbed or film scanner along with image optimization software (e.g., Adobe Photoshop) is needed to produce, optimize, and submit high quality image files for most material types. A high-end digital camera or overhead scanner is necessary for projects that aim to digitize large-format items, a high volume of books, or 3-D objects. Such a system can cost upward of \$20,000. The 2013 Washington Rural Heritage grant cycle could supplement the cost of such a system. If your project requires such a system, consider your options carefully. You may also contract out this work, find matching local funds, or select material that does not require such specialized equipment.

Unless you have a lot of audio or video that needs to be digitized (beyond the 100 items required for this project), we suggest you outsource the digitization of audio or video.

As always, the equipment you need for your project will depend upon the format, size and type of the items you plan to digitize. Please consult the digitization specifications requirement table below for some general item types and recommended resolution parameters.

Flatbed scanner minimum specifications:

Capture Software: Must give the operator the control to set white and black points and turn off automatic sharpening. You may also consider purchasing software, such as Adobe Photoshop, used to optimize the images for printing and Web publication.

Optical Resolution: Minimum of 2400 ppi optical resolution uninterpolated. However, consider buying a scanner with the highest optical resolution you can afford. 2400 ppi is enough to cover most text, photo and some film sizes but is on the low side as far as optical resolution is concerned.

Size: This depends upon what you plan on scanning but again consider buying a scanner with the largest scan size you can afford. You'll want to leave at least a quarter of an inch around the original during capture (more if you plan to use a color bar). Most flatbed scanners offer bed sizes between 8 x 12" and 12 x 17".

Bit Depth: Equipment should be able to capture at least 1 bit (b&w), 16-bit (grayscale), and 48-bit (color). Most flatbed scanners can capture 36 to 48-bit or higher.

Dynamic Range: Dmax of 3.5 as a minimum. Again, consider buying a scanner with the highest dynamic range you can afford.

Transparency Adapter: If your project includes transmitted light materials (film, glass plate negatives, or slide positives) you'll need a transparency adapter (i.e., back-lit lid or film tray). If there is a lot of film you may consider a film scanner.

As a frame of reference, scanners used by Washington Rural Heritage staff include the [Epson Perfection V750-M PRO](#) and the [Epson Expression 10000XL](#).

Digitization Recommendations and Minimum Requirements

Digital imaging for Washington Rural Heritage is based on CDP Digital Imaging Best Practices Version 2.0, <http://sos.wa.gov/quicklinks/CDP-ImagingBestPractices-v.2.0> (June 2008). Please submit TIFF master files on disc and upload compressed JPEGs in CONTENTdm.

Audio digitization requirements follow the CDP Digital Audio Best Practices Version 2.1, <http://sos.wa.gov/quicklinks/CDP-AudioBestPractices>. Please submit WAV master files on disc and upload compressed mp3s in CONTENTdm.

Below is a simplified table for your reference.

Format type	Recommended parameters	Minimum parameters
Audio	Sample rate: 44.1 kHz Bit depth: 24 bits	Sample rate: 44.1 kHz Bit depth: 16 bits
Textual documents (including black and white text, graphic illustrations, artwork originals, maps, plans, other oversized documents)	4000-6000 pixels across the long edge (e.g., a clean, high contrast 8.5 x 11" document would need to be scanned at 400 – 600 ppi)	3000 pixels across the long edge (e.g., a clean, high contrast 8.5 x 11" document would need to be scanned 300 ppi)
Photo Negatives <ul style="list-style-type: none">• small negatives (35 mm and up to 4x5")• 4x5" and up to 8x10"• 8x10" and up	<ul style="list-style-type: none">• 4000 pixels across the long edge (e.g., 35 mm would need to be scanned at approx 2800 ppi)• 6000 ppi• 8000 ppi	3000 pixels across the long edge (e.g., 35 mm would need to be scanned at approx 2100 ppi)
Photographic prints <ul style="list-style-type: none">• Up to 8x10"• 8x10" to 11x14"• 11x14" and up	<ul style="list-style-type: none">• 4000 pixels across the long edge (e.g., 3.5x5" would be scanned at 800 ppi)• 6000 ppi• 8000 ppi	3000 pixels across the long edge (e.g., 3.5x5" would be scanned at 600 ppi)
Objects and artifacts <ul style="list-style-type: none">• 35 mm equiv• medium format equiv• large format equiv	<ul style="list-style-type: none">• pixel array of 4,500 pixels by 3,100 pixels (14 megapixels, equivalent to 300 ppi at 15" by 10.3").• Pixel array of 5,200 pixels by 4,200 pixels (22 megapixels, equivalent to 300 ppi at 17.3" by 14")• Pixel array up to 16,000 pixels by 12,500 pixels (200 megapixels, equivalent to 300 ppi at 53.3" by 41.7")	<ul style="list-style-type: none">• pixel array of 3,000 pixels by 2,000 pixels (6 megapixels, equivalent to 300 ppi at 10" by 6.7")• pixel array of 4,000 pixels by 3,000 pixels (12 megapixels, equivalent to 300 ppi at 13.3" by 10")• pixel array of 4,800 pixels by 3,700 pixels (18 megapixels, equivalent to 300 ppi at 16" by 12.5")

Note: To determine scanning resolution, divide the recommended ppi (pixels per inch) parameter by the number of inches across the long edge of the item being scanned. For example: divide 6000 by 10 for an 8 x 10 in. photographic print. This means the photo should be scanned at 600 ppi. For those items that don't divide evenly, round up and scan at the next highest ppi setting on your scanner.

Metadata Guidelines Table

Below are the general metadata elements required by Washington Rural Heritage. These elements are available in the CONTENTdm system. This information *mostly* follows the CDP (Collaborative Digitization Program) Dublin Core Metadata Best Practices Version 2.1.1, <http://sos.wa.gov/quicklinks/CDP-DublinCore>. (September 2006). Exceptions and local implementations are shown below and documented in the Washington Rural Heritage Metadata Supplement.

Metadata elements	Mandatory	Format or controlled vocabulary
Resource identifier	Yes	Consult WRH local documentation
Title	Yes	Consult WRH local documentation
Title (alternative)	No	Consult WRH local documentation
Creator	Yes (if known)	LOC authority; consult WRH local documentation
Contributor	No	LOC authority; consult WRH local documentation
Subject	Yes	LCTGM
Topic	Yes	WRH controlled vocab
Location (subject)	Yes	Getty TGN
Location (coordinates)	No	GNIS
Name(s) (subject)	No	LOC authority; consult WRH local documentation
Description	Yes	Consult WRH local documentation
Publisher (original)	No	Consult WRH local documentation
Publisher (digital)	Yes	<i>Washington State Library</i>
Date (original)	Yes (if known)	YYYY-MM-DD; consult WRH local documentation
Date (hidden)	Yes (if known)	YYYY-MM-DD; consult WRH local documentation
Date (digital)	Yes	YYYY-MM-DD
Type	Yes	DCMI Type vocab
Language	No	ISO-6392
Related item(s)	No	Consult WRH local documentation
Contributing Institution	Yes	Consult WRH local documentation
Collection	Yes	Consult WRH local documentation
Access file format	Yes	IMT terms
Access file requires	No	Consult WRH local documentation
Access file specifications	No	Consult WRH local documentation
Digitization Specifications	Yes	Consult WRH local documentation
Source item specs	Yes	Consult WRH local documentation
Notes	No	Consult WRH local documentation
Rights and use	Yes	URL
Project	Yes	Consult WRH local documentation
Transcript	No	Full-text of item (typed or OCR output)

Sample Workplan

The following sample workplan has been provided to assist applicants who may be new to digitization projects and not familiar with primary activities involved or reasonable completion periods for a typical year-long project. Your workplan may include additional activities, more or fewer persons responsible, and may very well depart from this timeline based on local plans for your specific project.

**Washington Rural Heritage
2013 Grant Guidelines**

Activity	Expected Start Date	Expected Completion Date	Person(s) Responsible
Identify and perform preliminary selection of materials for digitization.	September 2013	October 2013	Jane Smith, Community Librarian, Joe Brown, Museum Curator
Purchase equipment and supplies (scanner, external hard drive, etc.)	September 2013	November 2013	Jane Smith
Vet copyright on selected materials: document research, obtain necessary permissions, etc.	October 2013	December 2013 / ongoing	Jane Smith
Train project staff on imaging equipment: scanning procedures and workflow.	December 2013	December 2013	Jane Smith
Write first quarterly report.	January 2014	January 2014	Jane Smith
Scan selected materials.	January 2014	March 2014	Jane Smith, project staff (tbd)
Perform image editing and optimization for web display.	March 2014	March 2014	Jane Smith, project staff
Load images to CONTENTdm Project Client software.	April 2014	April 2014	Jane Smith, project staff
Write second quarterly report.	April 2014	April 2014	Jane Smith
Catalog materials using CONTENTdm Project Client	April 2014	July 2014	Joe Brown, project staff, local volunteers
Write third quarterly report	June 2014	July 2014	Jane Smith
Plan and work on promotional materials and events.	July 2014	August 2013	Jane Smith, library management & communications
Upload cataloged items to WSL server. Perform edits and corrections.	July 2014	August 15, 2014	Project staff
Project ends; all activities cease		August 15, 2014	All project staff
Write final narrative report [time not eligible for grant funding] and submit final claim	August 2014	September 30, 2014	Jane Smith

10. Contact Information

- Web site for grant information: <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>
- Evan Robb, Project Manager – Washington Rural Heritage, 360.704.5228, evan.robb@sos.wa.gov
- Anne Yarbrough, LSTA Grants Manager, 360.704.5246, anne.yarbrough@sos.wa.gov